

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

10-270A

OPEN PERIOD:

11/4/2010 – 11/28/2010

JOB TITLE:

IT Specialist (PLCYPLN)

PAY GRADE AND SERIES:

GS-2210-11

PAY RANGE:

\$61,451 - \$79,883

POSITION LOCATION:

North Highlands, CA.

UNIT:

149th CBCS

PDCN #: 80838000

Security Clearance Required:

Secret

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-5 through E-7.

Compatible Military Grade Assignment: AFSC 3D0X1, 3D0X3, 3D1X1, 3D1X3.

Key Requirements:

THIS IS A PERMANENT POSITION

This position is located in an ANG Combat Communications Squadron. The primary purpose of the position is to provide Squadron management with objectively based information to effectively assess the unit's ability to meet the squadron operations, training, and readiness missions in support of fielding a complex communications-electronics weapons system. Analyzes organizational, maintenance, and network operations processes and procedures through assessment of management, operational, technical and administrative practices pertinent to staff, flight, and section functions. Identifies process, system, and training deficiencies by applying defect prevention principles and root cause problem resolution techniques and recommends corrective action for each. Serves as advisor to the Commander and senior staff members regarding compliance, readiness posturing, and mission limiting issues.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Technical, analytical, supervisory, or administrative experience which has demonstrated the candidate's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

IT Specialist (PLCYPLN) GS-2210-11: Must have 36 months of specialized experience that demonstrated accomplishment of computer project assignments that required a range of knowledge of computer requirements and techniques; experience in developing modifications to parts of a system that required significant revisions in the logic or techniques used in the original development; the assignments must have shown completion of the following, or the equivalent: knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area or computer specialty area in an organization; experience in planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; and adaptation of guidelines or precedents to the needs of the assignment.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to research and analyze data.
2. Ability to communicate orally and in writing.

3. Skill in organizing work in a logical sequence.
4. Knowledge of computer programming techniques.
5. Skill in evaluating and making recommendations for automated data processing programs and equipment.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

****FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK****

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER